

Staff Duty Instructions

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Staff Duty Officer (SDO) and SDNCO Specific Instructions

1. Tour of Duty

Soldier	Weekday	Weekend
SDO	1600-0900hrs	0900-0900hrs
SDNCO	0900-0900hrs	0900-0900hrs
Duty Driver	0900-0900hrs	0900-0900hrs

2. Initial Briefing:

- a. SDO – Initial briefings for SDO by outgoing SDO to Brigade Commander on Monday through Friday will occur at 0845hrs the day of duty. Both SDOs will attend this briefing. SDO will check-in with SDNCO, XO, S-3 and S-1 NLT 1700hrs for additional instructions.
- b. SDNCO – Initial briefings for SDNCO by outgoing SDNCO, CSM or the Fires Brigade Operations SGM will occur at 1600hrs the same day of duty.
- c. Personnel scheduled to perform duty on Weekend/Holiday will report for an initial briefing prior to 1500hrs the last duty day prior to the weekend/holiday. Staff duty personnel will receive a detailed backbrief by their out-going staff duty counter-part on significant events that occurred during the previous tour of duty. The completed DA Form 1594 will be submitted to the CSM on weekdays and to the oncoming SDNCO on weekends/holidays. The SDO, SDNCO, duty driver and duty runner will be present for a joint tour of duty briefing at the beginning of the assumption of the tour of duty i.e. at 0900hrs.

- d. SDO – Net call brief for Fires Brigade XO, S-1 and S-3 will be held at 0615 in the S-2 office the day of duty in order to prep for the 0915 Net Call.

3. Place of Duty:

The SDO/SDNCO/duty driver will be in the Fires Brigade SDO/SDNCO office located at Bldg 87009. Staff Duty personnel will not leave the Fires Brigade Area except on official business unless authorized by the Fires Brigade XO, S-1 or CSM. The SDNCO and SDO will man the front desk at all times unless conducting official business. The uniform for the SDO is BDUs for conducting all checks and inspections, no exceptions.

4. Initial Actions upon assuming Duty:

- a. The SDO, SDNCO and duty driver will be present for a joint tour of duty briefing upon assumption of duty at 0830hrs. The SDO will meet face to face with his SDNCO and driver at 0830hrs to ensure all are present, have read the Staff Duty Instructions and have signed in for their tour of duty.
- b. Sign-in on DA Form 1594 upon assumption of duty as SDO/SDNCO/driver. The SDO will print their name and sign the bottom of each page of the 1594 log journal as well as each page of their inspection checklists. The SDO will also annotate on the initial entry of the log journal that the face to face briefing between SDO/SDNCO/driver occurred.
- c. Read Instructions and all enclosures in the Staff Duty Instructions book. Accomplishment of this action will be annotated on the DA Form 1594.
- d. Read and follow staff duty checklists (see enclosure 4).
- e. The SDNCO will telephonically check-in with the Division Operations Center (DOC) and record the rank and name of the Field Officer of the Day (FOD) in the duty log.

5. Duty Driver Instructions:

The duty driver's place of duty is in the Staff Duty desk. He will take instructions from the SDNCO. The duty driver may be used for distribution runs or other authorized errands with proper authorization from the SDNCO. The duty

driver will log his whereabouts during driving errands in the Staff Duty Journal. A changeover will occur at 0830hrs between duty drivers. The SDNCO is responsible to ensure the duty vehicle is properly dispatched for his tour of duty. Release of the Staff Duty vehicle can only be authorized by the CSM or Fires Brigade XO for errands or missions other than normal mail runs.

6. Barracks Visitation.

IAW Phantom Six Command Policy Letter CSM-02 dated 11 Feb 02, visits by non-resident guests to soldiers residing in the barracks are permitted only during the following time periods:

PERIOD OF WEEK	TIME PERIOD
Duty days before duty days	1700-2200hrs
Duty days before non duty days	1700-2400hrs
Non duty days before non duty days	1200-2400hrs
Non duty days before duty days	1200-220hrs

Visits made during any other time period other than that listed above is not permitted.

- (a) Soldiers who have guests in the barracks will personally log-in the guest upon their arrival into the visitor log book at the Battalion SDO. Upon departure of the guest the soldier will personally log-out the guest in the visitors log book with the Battalion CQ. Soldiers who fail to log-in or log-out guests are subject to losing this privilege, administrative action, or punishment under UCMJ.
- (b) Visits by non-resident guests to soldiers residing in the barracks are permitted only as indicated below:
 - Any non-military visitor below the age of 18 who is not a member of the soldier's immediate family (e.g. brother, sister) must be accompanied by a legal parent or guardian at all times.
 - Visitors must be sponsored and escorted at all times. The sponsor will ensure their visitors comply with all barracks policies, respect the privacy rights of other soldiers, and do not engage in loud, dangerous or otherwise disorderly conduct while visiting the barracks. The sponsor is responsible for the visitor.

- If any soldier residing in the room requests that the visitor(s) leave, the soldier(s) being visited will require the visitor(s) to leave.
 - Only authorized solicitors will be allowed to visit with service members. Salesmen, military or civilian are not authorized in the billets. They must use the Fires Brigade Conference Room and have made appointments prior to making a visit. Authorized solicitors are listed in Chapter 10: (Commercial Solicitation) of the Fires Brigade SDO Book. Unsolicited visitors are prohibited (e.g. un-invited salesman).
- (c) The SDNCO will conduct routine checks of the Fires Brigade area. Accordingly any leader/Staff Duty personnel may request to inspect a soldiers' room if they feel the situation warrants it. This authority should be used sparingly and judiciously, as we want the soldiers to have a semblance of privacy, as we would all expect in our quarters. Soldiers with guests may be asked to open the door to verify sign-in procedures. The Battery 1SG will be notified immediately upon identification of soldiers that has elected to not register their guests. The CSM will be notified of the incident in a timely manner.
- (d) The SDNCO will inspect the visitor's logbook at the end of the visitation period and identify guests not yet logged out. The SDNCO will contact the soldiers that have not cleared their guests and direct them to comply with the visitation policy. Visitors will be asked to leave. The log will be annotated accordingly.
- (e) Visitation in the billets is a privilege. Battalion commanders may further restrict or completely deny this privilege to any soldier if the soldier or the soldier's visitors fail to maintain the appropriate standards of conduct as stated above.
- (f) Case by case exceptions to this visitation policy may be requested through the chain of command in writing and only approved by the Fires Brigade Commander.

(2) Conduct. The standard in the barracks remains good order and discipline. Our standard is to ensure that Soldiers have every opportunity to enjoy their off duty time within the confines of good judgment. Every opportunity for relaxation and privacy should be afforded; this must a concern for all our leaders. However, appropriate supervision is required by designated duty personnel and the chain of command to ensure that conduct

remains in the “band of excellence,” to ensure that laws and regulations are followed, and to ensure that all are treated with dignity and respect. See Leader Visitations item (7)(d) below.

(3) Alcohol Use in the Barracks.

- (a) Normally, there will be no restrictions on types or amounts of alcohol soldiers may possess in the barracks room provided they are 21 years or older. In no way does this policy encourage the use of alcohol, but it is only an effort to afford the same privileges as counterparts residing off post and in government quarters.
- (b) Commanders may restrict soldiers from possessing alcohol in the billets based on alcohol or drug related incidents or if a soldier demonstrates a pattern of irresponsible behavior. Soldiers must be counseled in writing on why the privilege was taken, how long the restriction will be imposed and conditions met to regain the privilege.

(4) Cohabitation. Cohabitation is strictly prohibited. Visitors may not take up even a short term residence in the barracks. Overnight visits are prohibited.

(5) Unit Maintenance. After hours details “Hey-you” details are prohibited. A duty roster will be maintained to include all eligible soldiers subject for duty to include off post personnel.

(6) Duty Personnel. SDO’s, SDNCO’s, duty drivers and unit leaders who visit the barracks during off duty periods may assist in keeping good order and discipline in the barracks after duty hours

(7) Barracks Inspections and Checks

(a) Definitions

- **Formal Inspections.** Formal inspections are previously scheduled “stand-by” type formations that are authorized by the Battalion Commander and are unit oriented. They may involve layouts corrective actions or remedial procedures as part of the program.

- **Health & Welfare Program.** Health and welfare inspections are previously scheduled inspections authorized by the Fires Brigade Commander. These inspections are geared to root out contraband, illegal substances, and determine the overall sanitary living conditions within the barracks. They may involve the use of Military Working Dogs in addition to members of the command.
 - **Barracks Checks.** Rooms and common areas will be checked to ensure standards of cleanliness, security, functionality and safety are met. Normally, these checks are performed as necessary to assure standards are maintained and leaders know how their soldiers are living. These checks may be performed as frequently as once per day. These checks do not have to be “approved” by any designated rank or be on the training schedule, but will respect privacy.
- (b) Formal inspections will be conducted at the discretion of the commander and will enforce high standards expected of all soldiers. These inspections will be functional and in no way designed to harass the soldier living in the barracks.
- (c) The unit leadership is expected to inspect and check barracks areas and rooms in a manner, which assures good order and discipline and protects the health and welfare of soldiers. Soldiers will not be treated as if they were in college dormitories. Unit leaders will check rooms and hold soldiers accountable for daily cleanliness/orderliness of their rooms. Formal inspections and health and welfare inspections may be conducted as required to enforce standards.

7. Leader Visitation Requirements

Unit leaders (E-6 PSG and above) will visit the unit area on all weekends and holidays. 1SG's will supplement this with “Leader checks” on a daily basis. He will assign them duties as he sees fit. These personnel will be in the grade of E-7 or above and will conduct checks at odd hours. The purpose of leader and duty visits is to ensure:

- Soldier car

- Noise discipline
- Proper maintenance of unit areas
- Security
- Compliance with unit policies
- Maintenance of general good order and discipline of the unit

Leaders will notify their BN Staff Duty of their visit and direct them to annotate their findings in the SDNCO journal. Leaders will also review the visitors log and ensure compliance with Division and Fires Brigade policies. The SDNCO should receive a short back brief from visiting leaders and provide any observations made of their specific unit during the tour of duty. The SDNCO will then log them out. Leaders conducting Command Presence for HHB will check in with the Fires Brigade Staff Duty.

8. Military Courtesy

Military Courtesy is paramount to any successful organization. The SDNCO and Driver will come to the position of attention immediately upon being addressed by any commissioned officer. They will come to the position of Parade Rest when being addressed by any senior NCO.

The SDNCO will be alert for the entrance and exit of the Fires Brigade Commander. When the Fires Brigade Commander first enters the building in the morning, and upon his exit in the evening the SDNCO will give the command “Brigade, Attention”. Any time an officer equal in grade or senior to the Fires Brigade Commander enters or leaves the building the SDNCO will give the command “Brigade, Attention”. If the Commander is leaving the building and the SDNCO is not sure if the Commander will return, ask him if he is leaving. In the absence of the SDNCO, the Staff Duty Driver will issue the command. If the Field Officer of the Day (FOD) visits the Fires Brigade area call the Brigade to attention (If the Fires Brigade Commander has left for the day). Escort the FOD in the area.

9. Completion of DA Form 1594:

The DA Form 1594 (Daily Staff Journal) will be used to record all events during the tour of duty. The SDNCO is responsible for maintaining the journal. All entries will be block printed or typed, and will include concise information and all actions taken concerning an event. The SDO WILL REVIEW AND SIGN THE LOG prior to relief from duty at 0900 hrs. The SDO will print their name and sign

the bottom of each page of the 1594 log journal and the bottom of each inspection checklist: Motor Pool inspection, Dining Facility inspection, etc.

10. Property Accountability:

The SDNCO will inventory, inspect, and sign for the property in the Fires Brigade HQ's using an inventory sheet (TBP) from the previous SDNCO. He will insure that all furnishings and equipment are clean and serviceable. All lost or damaged property will be immediately annotated on the Staff Duty journal and brought to CSM and XO's attention in the morning.

11. KEY CONTROL:

The SDNCO will use DA Form 5513-R to inventory; sign for, and control all keys are located in the safe. Results of this inventory will be noted on the 5513-R and in the staff duty journal.

12. Fires Brigade Headquarters:

The SDNCO has control of the keys to this area. He will keep the building open during the hours posted. He is personally responsible for property accountability and proper care and maintenance of the facility. The building will never be left unattended; the SDNCO, runner or the duty driver can monitor it. 24-hour operations are in effect unless notified by the Brigade Commander or the XO.

13. Meals:

The SDO or SDNCO must eat at least one meal during his tour of duty in the Fires Brigade Dining Facility or in a facility that is open to support our soldiers. Ensure soldiers are being treated properly and that the food is good, (adequate quantities, dispensers replenished, etc.). The SDO or SDNCO must fill out a Dining Facility Check sheet (see enclosure in checklist). Discrepancies will be brought to the attention of the shift leader and recorded on both the Dining Facility check sheet and the Fires Brigade duty journal.

14. Telephone Control:

The Staff Duty telephone is to be used for **OFFICIAL BUSINESS ONLY**. To answer the telephone, lift the receiver and speak in the following manner: **FIRES BRIGADE, THIS IS (RANK-LAST NAME), SPEAKING. THIS LINE IS UNSECURED. HOW MAY I HELP YOU SIR OR MA'AM?**

15. Collect Commercial Calls

Collect commercial phone calls will be accepted only if they are official and only when S-1 is unavailable. When a collect call is accepted the following information MUST be obtained from the calling party:

- Date and time of call
- Calling party
- Calling telephone number
- Calling location
- Nature of business

This information will be recorded and provided during the out briefing to the S1, Fires Brigade XO or CSM. Annotate this information on the SDNCO log journal. Failure to report the receipt of a collect call will result in financial liability upon the Staff Duty personnel.

16. POV Control/Checks:

No privately owned vehicle will be authorized to enter or park in the Fires Brigade Quad. Vehicles from commercial firms will be allowed to make necessary deliveries. Twice during the hours of darkness (once before midnight and once after midnight) the SDO or SDNCO must do a POV parking area check in the parking lots surrounding Fires Brigade Area. This includes the Starker Gym parking lot, the parking lots adjacent to the motor pools, and the parking areas between the Fires Brigade DFAC and Battalion AOs. Specifically the SDO/SDNCO will look for signs of potential vandalism, challenge individuals lingering in the area and ask them to leave. He will enter all checks in the duty log.

17. Television use in the Staff Duty area:

Staff Duty personnel may watch television only after normal duty hours (2000-0400). If the SDO determines that the television is preventing the Staff Duty personnel from performing their duties, he may instruct the television to be turned off. TVs will not be removed from the conference room to be used by the SDO/SDNCO. Also the overhead projector will not be used to view movies or the TV unless for official business.

18. Duty Vehicle:

The Fires Brigade Duty Vehicle is for official use only. The SDNCO is responsible for the duty vehicle during his tour of duty. The SDNCO will ensure the duty vehicle is properly dispatched. On weekend/holidays, the SDNCO will inspect the truck and ensure the operator signs in the proper place on the dispatch

form. The SDNCO is directly responsible for ensuring the oncoming duty driver reports to the off-going driver to sign over the vehicle. The SDNCO will brief the duty driver on his/her duties and ensure he/she is fully licensed and qualified to operate a military vehicle as appropriate. The SDNCO will inspect the vehicle for cleanliness and damage prior to changing drivers and will annotate the results of the inspection in the Staff Duty Journal. The duty driver will wash the vehicle and refuel it prior to changing shifts as required by the SDNCO. The vehicle will only go off-post as directed by the CSM. In an emergency the vehicle may be used to transport personnel to Bennett or Darnall (Fort Hood Medical Center). It will not be used to take personnel on ordinary leave to/from the airport. All trips off post will be made with an NCO TC in the rank of CPL or higher. If the duty driver fails to report on time the SDNCO will call the respective 1SG of the unit responsible for providing the duty driver.

19. Access to Fires Brigade Headquarters:

The Fires Brigade Headquarters is off limits to all unauthorized personnel. This policy will be strictly enforced. Staff Duty personnel will not allow others to enter offices unescorted, go through desks, or tamper with any property in the Headquarters. The SDNCO will ensure that the doors to all rooms in the Fires Brigade Headquarters are locked. The SDNCO will log everyone coming and going within the Fires Brigade Headquarters after duty hours.

20. Noise Control:

a. The SDO/SDNCO will be alert for loud stereos, particularly from POV's. The Garrison policy is that noise from stereos should not exceed 30 feet (Fort Hood 190-5). The exception to this barracks rooms in which the volume should not exceed a distance of 10 feet from the room. Excessive noise will be immediately corrected and noted the time and name of the person making the disturbance. III Corps Policy Letter MSC -02 outlines and mandates the following quiet time

PERIOD OF WEEK	TIME PERIOD
Duty days before duty days	2200-0500 hrs
Duty days before non-duty days	2400-0800 hrs
Non Duty days before non-duty days	2400-0800 hrs
Non Duty days before duty days	2200-0500 hrs

b. Between the hours of 2300 and 0400 the SDO or SDNCO will check the Fires Brigade Stacks (billets) area. Any soldiers that are making excessive noise will be ordered to cease and will be reported on the Staff Duty Journal.

21. Detained Personnel:

Receipt for detained individuals from the MP's or Civilian police is the sole responsibility of the respective Battalion. The SDNCO will call the CSM, First Sergeant, or Battalion Commander to notify them of the individual, where he is being detained and if possible what is/ are the reason (s) for his detention. The SDNCO will not sign for the detained individual. The BC, 1SG, or Platoon Sergeant, will retrieve the soldier from the MP station. The Duty Driver may be used to transport them to/ from the MP station.

22. Barracks Larceny:

In the event an apparent barracks larceny is reported, duty personnel will get all the pertinent information, i.e. who, what, where, when, and how. The SDNCO will notify the Battalion CSM, or Commander of the individual concerned. After receiving the approval from the Fires Brigade XO and the Fires Brigade CSM, the SDNCO may call the MP's if necessary. Ensure all facts are logged.

23. Inspections by outside agencies or higher headquarters:

The SDNCO must verify the identity of those personnel by checking their Military ID cards and/or DIV/CORPS ID cards, to verify the identity of the inspector(s). A physical security inspection may be conducted by the Provost Marshal Office, phone: 287-2176. (See access roster at enclosure chapter 14). The SDNCO will escort all inspecting officers within the Fires Brigade area. When escorting an officer, the SDNCO will ensure attention is announced when entering all rooms or buildings.

24. Alerts:

In the event of an alert, the SDNCO/SDO will follow the instruction in the Deep Strike Alert Book.

25. Bomb Threats:

Read checklist in chapter 18 as soon as practicable after assuming duties. In case of a bomb threat, notify the Brigade XO, Brigade CSM, and Brigade CDR.

26. Solicitation:

Only authorized solicitors will be allowed to visit with service members. Salesmen, military or civilian, are not authorized in the billets. They must use the

Fires Brigade Conference Room, and have made appointments prior to making a visit. Personnel authorized and further instructions are located in enclosure of Chapter 10: Commercial Solicitation.

27. Military Police Assistance:

Any time the MP's, civilian authorities, or any higher headquarters on post become involved with Fires Brigade personnel in an incident, the Brigade XO and Brigade CSM must be notified. Only in emergencies, such as immediate threats to life, limb, or property, will the MP's be brought to the Quad without first consulting the Brigade CSM and Brigade XO. After duty hours any military police assistance that is required will be requested by the SDO. SDO's are cautioned that every effort should be made to resolve problems before involving the military police. Except in emergency situations where time is critical, the SDO will contact the Brigade CO or Brigade CDR before requesting MP assistance. At no time will the MP's be admitted to the Fires Brigade areas without the expressed permissions of the SDO, unless they are in a "hot pursuit" mode. The SDO will complete all checklists (enclosures in Chapter 4) contained within this document, attach them to the duty log, verify and sign the duty log prior to relief from duty. **Common sense must prevail, if the situation warrant notification of the MP's, do not hesitate to contact them, however every effort should be made to notify the Gunner Chain of command prior to notification.**

28. Leave Procedures:

- a. Regular Leave: When a soldier reports to sign out on leave the SDNCO will locate his/her leave form in the Leave Folder and sign the soldier out. Soldiers may sign out the day prior between 1200- 1500 hrs to prevent soldiers from driving during early morning hours which endangers themselves, their family member and others (See FACT sheet Chargeable Leave Days). SDO/SDNCO will note the soldier worked over half of the normal duty day in block 17 on DA 31, this will prevent the soldiers from being charged leave for that day. E-6 and above may call in to the Staff Duty to sign in/out on leave. The SDNCO will give the soldier a copy of DA 31. When soldier reports to sign in from leave the SDNCO will locate his/her DA31 form in the register and sign the soldier in by making the appropriate entries. All leaves will be logged in the SDNCO journal.
- b. Emergency Leave: Emergency leaves will normally be initiated by a call from the D.O.C. When such a call is received, the SDNCO will copy all information accurately into the journal and will then immediately contact

the soldier's Battalion Commander or 1SG to inform him/her of the situation fully. If the soldier desires to go on emergency leave, the SDNCO will obtain the Battalion Commander's approval at this time and will complete a DA Form 31 for the soldier (examples in leave folder). If the SDNCO receives a Red Cross message, the SDNCO will garner all appropriate information and notify the affected soldier's Battalion Commander. If the soldier is deployed, the SDNCO will also ensure that the information is relayed to the commander or the rear detachment commander, who will contact the soldier through the deployed task force (see enclosure 9 Red Cross Message).

29. Serious Incidents:

- a. Serious incident examples include but are not limited to the following:
 - i. Death
 - ii. Attempted Suicide
 - iii. DUI
 - iv. Soldiers, including family members, taken to the emergency room or admitted to Darnell Army Medical Center
 - v. Any incident in which the MP's are involved
 - vi. Bomb threats
- b. If a serious incident occurs, the SDNCO will notify the following, after initial action has been started:
 - a. Fires Brigade XO
 - b. CSM
 - c. Fires Brigade CDR
 - d. BN CDR/1SG
- c. Staff Duty personnel will obtain as many preliminary facts as possible before calling anyone. Staff Duty personnel will keep detailed entries in the duty log. Only Commanders or 1SG's will notify affected parties in the event of injury or death. The SDO's responsibility is simply to relay information provided from the Red Cross to the commander concerned (see chapter 6).

30. Cleaning of the Brigade Area:

The SDNCO is responsible for ensuring that the Brigade area is clean at all times during his tour of duty. The SDNCO will be directly responsible for the following areas:

- a. The staff Hallways and Latrine. The SDNCO will ensure that the Latrine to include female areas stays clean and supplied with paper towels, soap, and toilet paper. Insure Brigade Cdr's, CSM's, XO's , and S1's garbage cans are emptied and floors vacuumed/swept.
- b. During normal duty hours the individual units are responsible for the police of their areas. On weekends/holidays the SDNCO will check police of the entire Brigade area and take corrective action as required.
- c. SDNCO on duty the last day of the week will make sure enough cleaning supplies and forms (DA 1594's) are on hand to last the weekend. These supplies are provided by HHB supply and must be coordinated for with the HHB command team. The SDNCO is responsible for securing a buffer from his unit, if none is available at Brigade HQ's.

31. Extra Duty:

- a. Individuals placed on Extra duty as a result of UCMJ actions will perform Extra Duties IAW instructions issued by Brigade CSM. There is no time limit to Extra Duty but it will normally be performed for a minimum of two hours on weekdays (1800-2000 hrs or until mission assignment is completed) and for a minimum of seven hours on weekends/holidays (0900-1600 hrs or until mission assignment is completed).
- b. Personnel on Extra Duty will only be released by the SDNCO. If no specific task is assigned by the CSM the SDNCO will use the Extra Duty soldiers to Clean and Police the Brigade area. Extra Duty will be performed in Duty uniform or in PT uniform. Start and finish times will be entered in the Staff Duty log.

32. Blotter Reports:

The MP's will call the SDNCO if someone from Fires Brigade appears on the daily Blotter report. If the MP's reports a blotter, the SDNCO will record it in his duty log (DA Form 1594) and notify the Battalion Staff Duty. The blotters

information will be turned over to the CSM or if the CSM is not here, to the Brigade XO in the morning following the incident.

33. Operation Save-A-Life:

Soldiers to take care of each other will use buddy systems and designated drivers. However may request assistance from the Brigade SDO / SDNCO for return transportation if they are unable to drive because of illness or extensive consumption of alcohol.

34. Motor Pool:

The SDNCO will ensure the gates to the motor pool are locked NLT 1900 hours upon verification that all personnel have departed for the day, and reopen the Motor Pool NLT 0630 hours. During Motor Pool checks the SDO / SDNCO will check for security IAW the Motor Pool Checklist (see enclosure chapter 4).

35. Sleep:

The SDNCO will not be allowed to sleep during the assigned tour of duty. The SDNCO will be off duty the following day. The SDO is allowed to sleep and is expected to participate in PT the following duty day and work a normal duty day following his/her tour as the SDO (unless next day is a weekend or holiday). SDO is responsible for bringing his/her cot to duty, and will sleep in the S-3 Operations AO.

36. Field Officer of the Day (FOD) visit:

The Field Officer of the Day is the CG's representative during non Duty hours. **See FOD checklist in (enclosure 25)** principally the FOD will check a BN during their tour for the following:

- Your knowledge on alert procedures (how you are supposed to respond to a message)
- Unit areas, and administration functions
- Key control procedures
- Arms room key and vehicle security.

37. EAP/COMSEC Emergency Evacuation Plan:

Should implementation of the EAP / COMSEC Emergency Evacuation Plan become a necessity, the Staff Duty Personnel will comply with the Fires Brigade EAP Emergency Procedure (see chapter 22). The Staff Duty Personnel will immediately notify the Brigade S2, S2 NCOIC, and S6.

38. Arms Room Checks:

Checks must be done at irregular intervals not greater than eight hours apart or as directed by instructions. SDNCO will annotate SF702 on Arms Room Doors. **The HHB and A 26 FA will be the only arms room being checked.**

39. Communications while units are in the Field:

If any Fires Brigade unit is in the Field (locally) then the SDO & SDNCO will ensure we have communications with them at all times. Periodic communications checks (once every hour) will be made and annotated in the SDNCO journal. If communication is not available the NCO will contact the S6 / S6 NCOIC by any means possible in order to assist in reestablishing communication.

40. Climatic Injury Control and Prevention:

Upon the SDNCO receiving a Heat Category index change from Division he will immediately contact the Battalion 1SG's to inform their soldiers. He will annotate this into the SDNCO journal and inform the CSM, and Brigade XO. If a unit is in the field locally it is imperative that this information is disseminated as quickly as possible. Chapter 27 contains detailed information on Climatic Injury Control and Prevention procedures.

41. Completion of Duty:

At the completion of duty, the SDO and SDNCO will consolidate forms and turn in to the Operations SGM. He will in turn notify the Fires Brigade XO on any issues that need his level of attention.